



MERIT PROMOTION
JOB OPPORTUNITY
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Announcement Number: 06-308
Position Title: **Printing Plant Worker (Casemaking Machine)**
Series and Grade: KA-4402-04
Salary Range: \$14.62 - \$19.60
Promotion Potential: None
Opening Date: 1/17/06
Closing Date: 1/30/06
Location of Position: Plant Operations, Production Department, Binding Division, Blank Section, WASHINGTON, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time, Shift 1, 7:30 a.m. to 4 p.m.
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The primary responsibilities of the incumbent are to feed and remove work from casemaking machines and inspect, count, and stack the work on skids. Responsible for closely observing and checking boards for general condition. Manually feeds machine by stacking boards into dual piles in hopper. Examines work from machine for proper fold-over and back strip for proper alignment of corners of cases and transports skids loaded with boards from casemaking machines with hand trucks. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to perform the work of a Printing Plant Worker (Casemaking Machine) with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to do the work of a Printing Plant Worker (Casemaking Machine) with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Printing Plant Worker (Casemaking Machine). Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing duties related to casemaking operations.
2. Ability to operate machinery to lift and move materials while following established safety precautions.
3. Ability to handle weights and loads and perform work involving continuous physical activity.
4. Ability to inspect work.
5. Ability to follow oral and written instructions.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Plant Operations Human Capital Department
Sheri Parker
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS

Special Application for the Following Vacancy:

Printing Plant Worker (Casemaking Machine)
Production Department, Binding Division,
Blank Section, Shift 1

Vacancy Announcement Number: 06-308

Open: 1/17/06

Close: 1/30/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

- 1. Have you ever worked in a production environment that you were required to operate machinery to perform daily tasks?**

___ Yes ___ No

If yes, please explain in detail:

- a. What was the title of your position?

- b. What were your responsibilities?

- c. Where did you acquire this experience?

- d. For what period of time did you perform this type of work?

___ Years ___ Months

- 2. Have you ever worked in a position where you had to stack and arrange material(s) on a skid?**

___ Yes ___ No

If yes, please explain in detail:

- a. What kind of job did you have where you had to arrange materials on skid?

b. How did you arrange the material(s) on the skid and what material(s) did you arrange?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

____ Years ____ Months

3. Have you ever worked in a position where you operated a hand truck?

____ Yes ____ No

If yes, please explain in detail:

a. What kind of job did you have where you had to operate a hand truck?

b. What were your responsibilities in the job listed above?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

____ Years ____ Months

4. Have you ever worked in a position where you have to observe safety precautions/procedures?

____ Yes ____ No

If yes, please explain in detail:

a. What kind of job did you have where you followed safety precautions/procedures?

b. What were some of the safety precautions/procedures you had to follow?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

____ Years ____ Months

5. Have you ever worked in a position where you had to handle weights and loads?

_____ Yes _____ No

If yes, please explain in detail:

- a. What items did you handle?

- b. How much did each of the items weigh (approximately)?

- c. What were your responsibilities in handling the items (i.e., did you carry, lift, etc. the items)?

- d. Where did you acquire this experience?

- e. For what period of time did you perform this type of work?

_____ Years _____ Months

6. Have you ever worked in a position that involved continuous physical activity such as frequent bending, stooping, standing, and repetitive arm, hand, wrist, and foot movement?

___ Yes ___ No

If yes, please explain in detail:

- a. What type of job did you perform that required continuous physical activity?

- b. What were your responsibilities in the job listed above?

- c. Where did you acquire this experience?

- d. What period of time did you perform the job that required continuous physical activity?

_____ Years _____ Months

7. Have you ever worked in a position that required you to inspect items?

☐ Yes ☐ No

If yes, please explain in detail:

- a. What type of items did you inspect?

- b. What were you looking for?

- c. What steps did you take if you found any discrepancies?

- d. Where did you acquire this experience?

- e. What period of time did you perform the job that required continuous physical activity?

 Years Months

8. What kind of oral and written instructions have you had to follow in present or previous positions?

☐ Yes ☐ No

If yes, please explain in detail:

- a. Give two examples of oral instructions you have had to follow.

- b. Give two examples of written instructions you had to follow.

9. Have you ever received an award while working for the Federal Government?

_____ Yes _____ No

**If Yes, please check the appropriate boxes below as to the type of award(s) received.
For each type specify the years received and whether or not it was a Cash Award.**

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	_____ Yes _____ No
___ Special Achievement Award	_____	_____ Yes _____ No
___ Quality Step Increase	_____	_____ Yes _____ No
___ Approved Suggestions	_____	_____ Yes _____ No
___ Other GPO Awards (Give Names)		
_____	_____	_____ Yes _____ No
_____	_____	_____ Yes _____ No

8. Have you ever taken courses or training that were related to the position for which you are applying?

_____ Yes _____ No

If Yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate of Completion Received.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have **answered every question**. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____